



SATISFACTORY ACADEMIC PROGRESS POLICY

Federal regulations, which govern the administration of Title IV Student Aid Programs, require that a student maintain satisfactory academic progress toward the completion of an academic goal in order to maintain eligibility for student financial aid.

Satisfactory Academic Progress Standards

To receive Title IV student aid at West Hills College, a student must:

- Be enrolled in an eligible program for the purpose of completing an AA/AS Degree, a Certificate Program or completing Transfer Requirements.
- Complete at least 75% of the units attempted for each semester (Fall/Spring/Summer):

<u>Units Attempted</u>	<u>Must Complete</u>
12 or more	9 units
10 to 11	8 units
9	7 units
8	6 units
6 to 7	5 units
5 or less	All units

- Maintain a minimum semester and cumulative grade point average of 2.0

All students who apply for financial aid at West Hills College will be subject to these standards.

Applying satisfactory academic progress standards to the two (2) most recent semesters (Fall/Spring/Summer) of attendance will perform an initial review of academic progress. Satisfactory Academic Progress calculations will be performed at the end of each semester for students receiving financial aid.

If satisfactory academic progress standards were not met during the two (2) most recent semesters, the student will be placed on financial aid probation and continue to receive financial aid. Students who are on financial aid probation and completely withdraw from classes, fail to complete at least 75% of attempted units, or fail to maintain a minimum cumulative grade point average of 2.0 will be subject to review and possible disqualification for the subsequent semester.

A review of grades for removal of probation or disqualification status will be made at the student's request. Students may contact the financial aid office to complete a *Request for Review of Grades* form.

Students who have been disqualified from financial aid may file a Financial Aid Appeal if there are extenuating circumstances present. Students may file an appeal only for the following reasons:

- Illness of the student
- Injury to the student
- Death of an immediate family member
- Educational goal requires completion of units beyond 90 units, AA/AS Degree or Certificate (current counselor-approved student educational plan (SEP must be submitted with appeal form)
- Other extenuating circumstances beyond the control of the student which affected their ability to meet satisfactory academic progress standards.

All Financial Aid Appeals (except for AA/AS, Certif. Disqualifications) must be accompanied by a written, third party documentation from a professional to support the special circumstances specified by the student. The deadline to submit a financial aid appeal is the end of the 12th week of Fall and Spring. Students who are disqualified for receiving an AA Degree/Certificate or completing 90+ units must file an appeal *every* semester. The last day to submit an appeal during summer is June 30.

Financial Aid Eligibility Limitations

Provided a student meets all eligibility criteria, once one or more of the conditions below exist, a student will be disqualified from receiving financial aid.

- Received an AA/AS Degree
- Received a Vocational Certificate
- Completed ninety (90) or more semester units

The student has the option to file a Financial Aid Appeal if their education goal requires completion of units beyond 90 units, AA/AS Degree or Certificate. In this case, students must file an appeal a very semester.